MAIN HRS
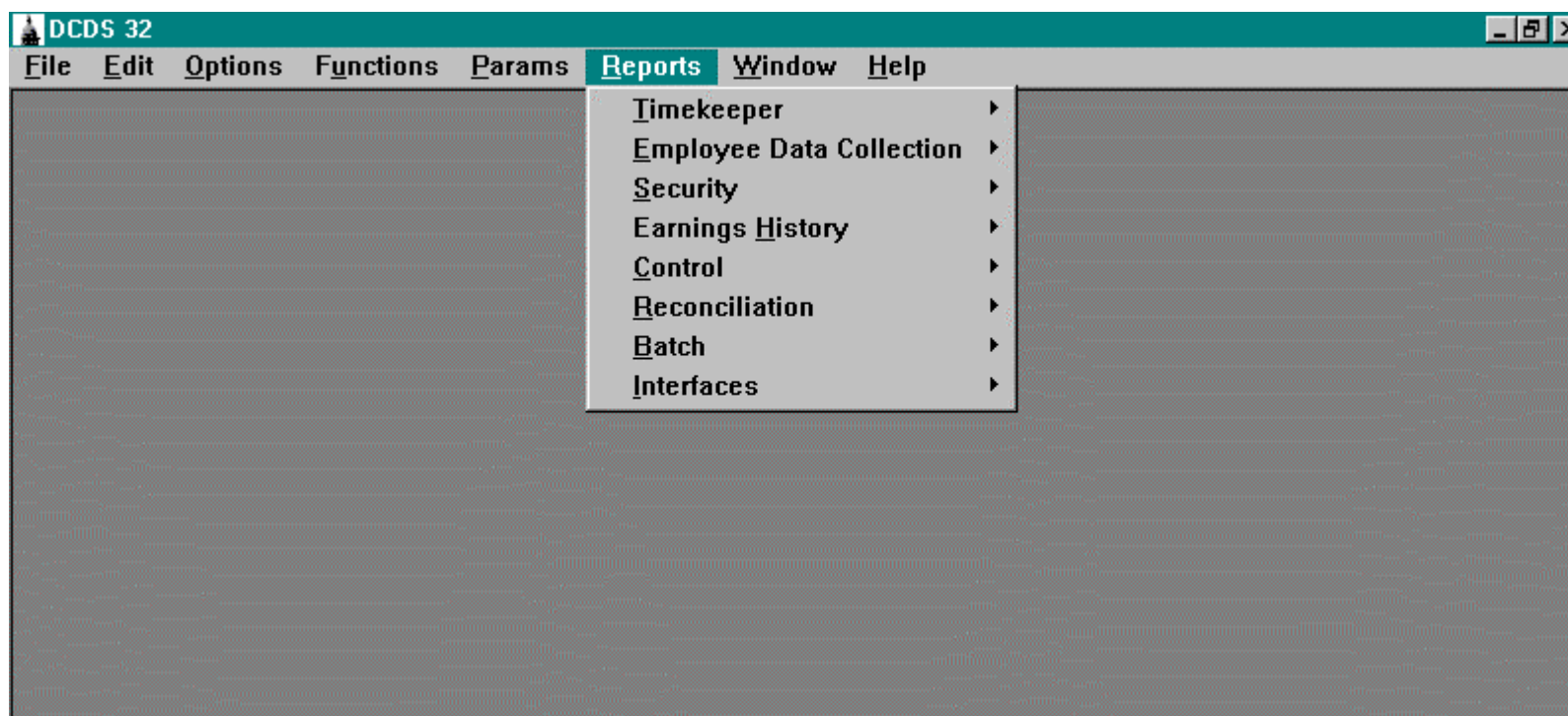
DCDS Report Overview

The Data Collection and Distribution System (DCDS) offers many on-line reports that are available upon request. Users that are granted the appropriate security may request these reports as needed for a department/agency, TKU, or individual Social Security Number. To request a report, select the Report menu item on the DCDS tool bar. The report categories (i.e., Timekeeper, Security, Earnings History, etc.) are listed in the dropdown menu. Each category has a cascading menu that lists the reports available. Refer to the category to view the cascading menu.

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DCDS Report Overview

Purpose: This section provides the procedures to request the DCDS reports. The on-line reports are immediately available to be displayed on the screen and can be printed at the printer identified by the user. The batch reports are processed nightly and printed at the designated printer the following day or on the day requested.

The Report Status screen displays the status of the batch reports as C - Completed, F - Failed or P - Pending. To access the Reports Status screen select the Reports menu item from the Menu bar and click on the Batch menu item. From the cascading menu, click on S - Report Status menu item.

The following are the DCDS reports available on-line. These reports are listed in the same sequence as the Reports menu dropdown.

Reports:

- *Timekeeper Reports*
    - A - Coding Block Detail Report
    - B - Detail Time
    - C - Equipment Usage
    - E - Activity Usage
    - F - Timesheet Warnings
    - G - TA Summary
    - H - Timesheet Exception

- *Employee Data Collection*
    - A - Coding Block Detail Report
    - B - Detail Time
    - C - Equipment Usage
    - E - Activity Usage

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DCDS Report Overview

Reports:
(***Continued***)

- *Security*
    - A - Active IDs
    - B - Inactive IDs
    - C - User IDs not Used Since
- *Control*
    - A - Security Control
    - B - TKU Control
- *Reconciliation*
    - A - Distribution Reconciliation
    - B - Transaction Reconciliation
- *Earnings History*
    - A - Deductions
    - B - GPAs
    - C - Hours
    - D - Tax Information
    - E - Compensation

- *Batch Reports*
    - A - Suspended Transactions by Transaction
    - B - Suspended Transactions by Employee
    - C - Detail Distribution
    - D - Earnings History Detail (Inactive)
    - E - Earnings History Retirement Detail (Inactive)
    - F - Default Distribution Errors
- *Interfaces*
    - Time/Activity Interface
    - MMS Interface

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